



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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	<b>Date</b>	<b>Number</b>
<b>INSTRUCTION</b>	December 21, 2000	NETC 3300.2

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## **National Emergency Training Center Hazardous Weather Policy**

1. Purpose. This instruction continues the National Emergency Training Center (NETC) policy and procedures for late arrivals, closings and early dismissals at NETC due to hazardous weather.
2. Applicability and Scope. The provisions of this instruction are applicable to all FEMA employees assigned to NETC.
3. Supersession. This instruction supersedes NETC Instruction 3300.2, NETC Hazardous Weather Policy, dated December 27, 1999.
4. References.
  - a. FEMA Manual 3300.3, Absence and Leave Policy
  - b. Title 5, Code of Federal Regulations (CFR), Part 610, Hours of Duty, and Part 630 Absence and Leave
  - c. U.S. Department of Agriculture, National Finance Center Procedures, Title I, Payroll/Personnel Processing Manual, Chapter 21, Time and Attendance Report-Form AD-321.
  - d. U.S. Department of Agriculture, National Finance Center (NFC), Title VI, NFC Systems Access Procedures, Chapter 10, Time and Attendance Remote Entry.
  - e. FEMA Instruction 1030.2 Delegation of Authority for Personnel Administration, dated November 9, 1983
  - f. FEMA Instruction 3000.2, Hours of Work, dated April 11, 1983
  - g. Negotiated Agreement between the National Federation of Federal Employees Local 1983 and the Federal Emergency Management Agency.
  - h. Office of Human Resources Management ALERT No. 99-17, dated October 26, 1999.
5. Definitions.
  - a. Emergency Employees. Personnel necessary to assure the continuation of the safety, health, and welfare of staff and students (i.e. employees

responsible for snow removal and campus security services) and student training activities (i.e., course managers and contract instructors responsible for courses that are in session). Employees identified as emergency personnel must report for work on time, or remain at work in emergency situations and these dismissal or closure procedures do not apply to them unless instructed otherwise.

b. Normal Working Hours. The Agency's normally scheduled working hours for the National Emergency Training Center are 8:30 a.m. - 5:00 p.m.

c. Reasonable Delays. Normally these absences from duty are for less than one hour. However, in determining the amount of excused absence (reasonable delays) to grant employees who experience commuting delays, supervisors and managers should consider such factors as distance, mode of transportation, and the success of other employees in similar situations.

d. Hardship. When a child or dependent is being released from school, daycare, etc. and no alternative care is available, requiring employees to leave to pick up the child or dependent.

e. Unscheduled Leave. Non-emergency employees may take annual leave, LWOP, comp time, or credit hours without the prior approval of their supervisors. Employees are required to notify their supervisor or other designee of their intention.

f. Adjusted Home Departure. Delay in non-emergency employees departing their homes to report to work.

g. Adjusted Work Dismissal. The early dismissal of non-emergency employees after the workday begins.

6. Policy. One of the following announcements will be provided to the news media and the NETC Weather Announcement System.

a. Hazardous Weather Conditions Before the Workday Begins. One of the following announcements will be provided to the news media at approximately 6:00 a.m.

(1) "The National Emergency Training Center in Emmitsburg, Maryland, is OPEN; employees are expected to report to work on time."

NETC will open on time, and employees are expected to report for work as scheduled.

(2) "The National Emergency Training Center in Emmitsburg, Maryland, is operating under an UNSCHEDULED LEAVE policy; employees may take leave without prior approval."

NETC will open on time, but non-emergency employees may take annual leave, leave without pay (LWOP), accrued compensatory leave, or credit hours without the prior approval of their supervisors. Employees are required to notify their supervisor or other designee of their intention. Employees designated as "emergency employees" are expected to report to work as scheduled.

(3) "The National Emergency Training Center in Emmitsburg, Maryland, is operating under an ADJUSTED HOME DEPARTURE policy. Employees are requested to leave home ( ) hours later than their normal departure time."

NETC will open on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement, without loss of pay or charge to leave. (For example, if an employee normally leaves for work at 7:00 a.m. and is directed to delay home departure for 2 hours, the commuter would not leave for work until 9:00 a.m. The employee would be granted excused absence from the time he or she normally arrives at work until the time he or she actually arrives at work.) Employees designated as "emergency employees" are expected to report for work as scheduled.

(4) "The National Emergency Training Center in Emmitsburg, Maryland, will be operating under an ADJUSTED HOME DEPARTURE/UNSCHEDULED LEAVE policy. Employees are requested to leave home ( ) hours later than their normal departure time or an employee may take leave without prior approval."

NETC will open on time, but non-emergency employees should adjust their normal home departure consistent with the announcement, without loss of pay or charge to leave. Non-emergency employees who determine that additional time is necessary (part or remainder of day) may take annual leave, leave without pay, earned compensatory time, or credit hours without prior approval of their supervisors. Employees should inform their supervisors of their intentions. Employees designated as "emergency employees" are expected to report for work as scheduled.

(5) "The National Emergency Training Center in Emmitsburg, Maryland, is CLOSED."

Non-emergency employees are excused from duty without loss of pay or charge to leave. Employees designated as "emergency employees" are expected to report for work as scheduled.

**NOTE:** Workdays (Monday - Friday), on which the National Emergency Training Center is closed, are non-workdays for leave purposes. Because leave cannot be charged for non-workdays, employees who are on leave approved before the closure also must be granted excused absence. Employees on compressed work schedules, who are scheduled to be off on a day when NETC is closed, are not entitled to another day off "in lieu of" the non-workday. Employees who are on LWOP, military leave, suspension, or in a non-pay status on the workday before and after the closure are not entitled to excused absence and should remain in their current status.

If a CLOSING or an Adjusted Home Departure policy is not announced, employees are expected to report for work at the regular time. If in your judgment local road conditions are too severe to permit travel, the supervisor or other designee must be notified and annual leave, LWOP, credit hours, or accrued compensatory leave requested and approved for the absence. Failure to notify the supervisor or other designee will result in being absent without official leave (AWOL). Reasonable delays in reporting to work will be excused without loss of pay or charge to leave. Reasonable delays will be charged to Excused Absence, hazardous weather.

**b. Hazardous Weather Conditions After the Workday Begins (Adjusted Work Dismissal).**

(1) Adjusted work dismissal days are considered workdays. Employees who are on duty at the time of the dismissal will be granted excused absences for the remainder of the workday even if they are scheduled to take leave later in the day and will not be charged leave.

(2) Employees who leave after receiving official word of the pending dismissal but before the time set for their authorized dismissal (with supervisory approval), in a situation NOT involving a hardship, will be charged leave from the time the employee departs until the authorized time of dismissal. Employees who leave before official word of the adjusted work dismissal is received, will be charged leave or AWOL, as appropriate, for the remainder of the workday.

(3) Employees scheduled to return from leave after the announcement of an adjusted work dismissal decision but before the authorized departure time, will be charged leave for the period during which the employee is on approved leave until the authorized time of departure. Leave will not be charged for the scheduled leave after the authorized departure time.

(4) Employees scheduled to report for work after an adjusted work dismissal is officially announced may be granted excused absence. An excused absence is appropriate for the remainder of the workday even if an employee is scheduled to take leave later in the day.

(5) Employees absent on previously approved leave for the entire workday, will be charged leave for the entire workday.

(6) Employees scheduled to report to work before the authorized dismissal time, but who fail to do so, will be charged annual leave, sick leave, LWOP, or AWOL as appropriate for the entire workday.

**7. Responsibility.**

a. The Director, NETC Management and Operations, or the official in charge, is responsible for:

(1) Reaching a decision to delay the opening or to close the center.

(2) Informing the U.S. Fire Administrator; the Chief Operating Officer; and the Director, Training Division, PT&E of the decision regarding delayed openings or closing.

b. The Safety Specialist, NETC Management and Operations, is responsible for:

(1) Obtaining, no later than 5:00 a.m., the latest weather reports from the U.S. Weather Bureau, and the latest road condition reports from the State Police and/or County Sheriff and/or the State Highway Department with particular emphasis on gaining information about current and anticipated weather and road conditions.

(2) Making recommendations as to a delayed opening or facility

closing to the Director, NETC Management and Operations, or the individual in charge.

(3) Notifying the Security staff of the decision, who will then notify selected radio and television stations. When possible and warranted by weather/road conditions, notification will be completed by 6:00 a.m.

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Ronald P. Face, Jr.  
Director  
NETC Management and Operations

Attachment  
Radio and Television Listings

Hazardous Weather  
Local Radio & TV Stations

<b>THURMONT</b>	AM WTHU 1450
<b>FREDERICK</b>	AM WFMD 930 FM WFRE 99.9
<b>HAGERSTOWN</b>	AM WARK 1490 FM WARX 106.9 AM WJEJ 1240 FM WWMD 104.7 AM WHAG 1410 TV WHAG Channel 25
<b>WASHINGTON</b>	AM WTOP 1500 FM WASH 97.1
<b>HANOVER</b>	FM WYCR 98.5 AM WHVR 1280
<b>GETTYSBURG</b>	FM WGTY 107.7 AM WGET 1320
<b>WESTMINISTER</b>	AM WTTR 1470
<b>WAYNESBORO</b>	FM WAYZ 101.5 AM WCBG 1590 FM WSRT 92.1
<b>BALTIMORE</b>	AM WBAL 1090
<b>LANCASTER</b>	TV WGAL CHANNEL 8
<b>CHAMBERSBURG</b>	FM WIKZ 95.1 FM WCHA 94.3 AM WCHA 800

**NETC Weather Announcement System**

**301-447-1245**